

NEW OFFICER TRAINING AGENDA

Virtual Training

December 9-11, 2020

DAY ONE

Wednesday, December 9, 2020

8:30 AM - 9:00 AM	Early Sign On/Troubleshooting	
9:00 AM – 10:00 AM	Welcome and Introductions Compensation Board Functions & Duties	Tyrone Nelson , Chairman Martha Mavredes , Auditor of Public Accounts and Compensation Board Member Robyn de Socio , Executive Secretary, Compensation Board
10:00 AM – 11:00 AM	<u>Panel Discussion</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process	<u>Panelist</u> Charlotte Lee , Budget Manager Norm Risavi , County Administrator, Westmoreland County Sheriff Michael Mondul , Danville City, VSA
11:00 AM – 12:00 PM	Division of Risk Management	Michael Parham , Assistant Director Annika Melton , Risk Consultant Division of Risk Management, Department of Treasury
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Lawful Employment Practices Overview	Victor Cardwell Attorney at Law Woods Rogers, PLC
2:45 PM – 3:00 PM	Break	
3:00 PM – 4: 00 PM	Freedom of Information	Alan Gernhardt Executive Director FOI Advisory Council Staff
4:00 PM – 5:00 PM	Virginia Conflict of Interest And Ethics Advisory Council	Rebakah Stefanski Attorney
5:00 PM	Adjourn for Day	

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DAY TWO (morning) Thursday, December 10, 2020

8:00 AM – 8:30 AM	Early Sign On/Troubleshooting	
8:30 AM – 9:45 AM	<u>Compensation Board Pay Plans</u> Treasurers & Commissioners	<u>Compensation Board Staff</u> Andy Waller , Sr. Fiscal Tech
	Commonwealth's Attorneys & Circuit Court Clerks	Star Puaauli , Sr. Fiscal Tech Charlene Rollins , Cust Serv Mgr
	Sheriffs & Superintendents	Bill Fussell , Sr. Fiscal Tech
9:45 AM – 10:00 AM	Break	
10:00 AM - 11:00 AM	<u>Compensation Board Pay Plans-continued</u>	Andy Waller , Sr. Fiscal Tech Artarrius Stepter , Sr. Fiscal Tech Bill Fussell , Sr. Fiscal Tech Charlene Rollins , Cust Serv Mgr
11:00 AM – 12:00 PM	Fines and Fees/Technology Trust Funds Clerks & Commonwealth's Attorneys	Mark Pellett , Fin & Mgmt Analyst Charlene Rollins , Cust Serv Mgr
11:00 AM – 11:15 AM	Local Inmate Data System (LIDS) Sheriffs & Superintendents	Kari Jackson , LIDS Program Mgr
11:15 AM - 11:30 AM	LIDS Audits/Jail Cost Report Sheriffs & Superintendents	Rosie Pudish/Chris Demarchi External Auditors Mark Pellett , Fin & Mgmt Analyst

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**DAY TWO (afternoon)
Thursday, December 10, 2020
Virginia Circuit Court Clerks' Association**

1:00 PM – 1:15 PM	Introduction to VCCA and Introduction of Speakers	Hon. Llezelle Dugger , President Clerk, City of Charlottesville
1:15 PM – 1:45 PM	"Personal Tips for a Happy, Well Run and Successful Clerk's Office" and "To Do Things"	Hon. Llezelle Dugger , President Clerk, Dinwiddie County
1:45 PM – 2:15 PM	Training and Continuing Education	Hon. Teresa Dobbins Clerk, Powhatan County
2:15 PM – 2:45 PM	Technology Trust Fund Uses (TTF) and Other Tips	Hon. Vic Mason Clerk, King George County
2:45 PM – 3:00 PM	Break	
3:00 PM - 3:30 PM	Legislative Process and the Importance of Clerk Support throughout the Year	Hon. Kristen Nelson Clerk, York County
3:30 PM - 4:00 PM	Perspective of a First Term Clerk, Innovations and Office Changes	Hon. Justin Midkiff Clerk, Buckingham County
4:15 PM - 4:30 PM	Wrap up and General Discussion	Hon. Llezelle Dugger , President Clerk, City of Charlottesville
4:30 PM	Adjourn	

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Commonwealth's Attorneys' Association

1:00 PM – 1:30 PM	Commonwealth's Attorneys' Services Council (CASC)	Jane Chambers , Director
1:30 PM – 2:15 PM	Virginia Association of Commonwealth's Attorneys (VACA)	Hon. Colin Stolle Commonwealth's Attorney, City of Virginia Beach
2:15 PM – 2:30 PM	Break	
2:30 PM – 2:45 PM	Virginia Criminal Justice Foundation (VCJF)	Hon. Donald S. Caldwell Commonwealth's Attorney City of Roanoke
2:45 PM – 3:15 PM	Importance of Attorney & Staff Well-being	Megan Zwisohn Chief Deputy CA Gloucester County
3:15 PM – 4:00 PM	Victims' Rights & Victim Witness Programs	Kristina Vadas , DCJS
4:00 PM – 4:30 PM	Virginia Victims Fund (formerly CICF)	Kay Bullock , Director, VVF
4:30 PM – 5:00 PM	An Introduction to <i>Prosecutors' Encyclopedia</i>	Elliott J. Casey , CASC
5:00 PM	Adjourn	

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DAY THREE

Friday, December 11, 2020

Commonwealth's Attorneys' Association

7:30 AM – 8:00 AM	Early Sign On/Troubleshooting	
8:00 AM – 10:00 AM	Things You Need to Know Something About: <i>Expungements, Concealed Carry Permits, Policy Issues and Leadership Challenges</i>	Hon. Bryan L. Porter Elliott J. Casey, CASC
10:00 AM – 10:15 AM	Break	
10:15 AM – 11:45 AM	More Things You Need to Know Something About: <i>Election Law, U Visas & T Visas, "Inmate Mail"</i>	Hon. Bryan L. Porter Elliott J. Casey, CASC
11:45 AM – 12:30 PM	Setting a Tone of Compliance with the Rules of Ethics & the Conflicts of Interest Act (COIA)	Hon. Bryan L. Porter Commonwealth's Attorney City of Alexandria
12:30 Noon – 1:15 PM	Lunch	
1:15 PM – 2:30 PM	Handling Your First Big Case: <i>Media Relations, Law Enforcement Issues, Grand Juries, Special Prosecutors, Finding a Mentor</i>	Hon. Donald S. Caldwell Hon. Bryan L. Porter
2:30 PM – 2:45PM	Break	
2:45 PM - 4:30 PM	Handling Your First Big Case (<i>con't.</i>)	Hon. Donald S. Caldwell Hon. Bryan L. Porter
4:30 p.m.	Adjourn	